

**MINUTES OF COUNCIL MEETING**  
**STRATA PLAN LMS-712**  
**888 BEACH**

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**HELD** On Wednesday, March 30, 2011 at 4:30 p.m. in the Meeting Room,  
1501 Howe Street, Vancouver, B.C.

<b><u>PRESENT</u></b>	Colin McDougall	(President)	# 711 - 888
	Mike Gallagher	(Vice President)	#1709 - 1500
	Bev Andrews	(Treasurer)	#1505 - 1500
	Pat Dairon	(Secretary)	# 706 - 1500
	Rob Skene		# T2- 1500
	Craig Dailly		# 613 - 888

**STRATA AGENT** Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 4:35 p.m.

**BUILDING OPERATIONS SUPERVISOR REPORT**

There was no report for the month of March.

**MINUTES**

It was moved, seconded and carried to adopt the minutes of the February 24, 2011 council meeting, as circulated.

**FINANCIAL REPORT**

1. **Monthly Statement:** After review and discussion, it was moved, seconded and carried to adopt the February, 2011 financial statement as presented with the following comments:
  - (a) The financial statement reports the 2011 budget amounts that were approved at the February 2, 2011 Annual General Meeting.
  - (b) The financial statement does not reflect any adjustments to the December 31, 2010 year-end that will be provided by the Auditor.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 2<sup>nd</sup> month as at February 28, 2011 in the appropriate funds are as follows:

- Total Cash Balance \$ 800,830.41 (Including CRF Balance)
- CRF Balance \$ 339,933.56 (Contingency Reserve Fund)

3. Arrears: Owners are reminded that retroactive amounts for January and February 2011 strata fees are due and payable now. Pre-authorized bank debits do not cover these amounts. The first two of four of the instalment payments for the \$750,000 special levy, approved at the AGM on February 2, 2011, were due on March 1 and April 1, 2011. Cheques payable to LMS-712 should be forwarded to Vancouver Condominium Services.

**Owners are urged to ensure that any payments owing be sent directly to Vancouver Condominium Services. Owners are reminded that an automatic debit may be set up from their personal bank account to ensure that strata corporation fees are received on the first of each month. Please call the agent if you require further information.**

4. Invoices: Council approved the following invoices for payment:

- RDH Building Engineering \$ 5,130.51 Period ending February 28, 2011.
- Onside Restoration \$ 15,000.00 Insurance deductible re: 26<sup>th</sup> floor insurance claim.
- HHI Forest Trade \$ 949.76 TH 9 and TH 21 interior repairs.
- Clark Wilson \$ 179.20 Legal services.
- McCrann's Carpet Finishing \$ 632.80 Lobby walk off mat.
- South Coast Mechanical \$ 775.78 Beach Tower P2 bearing assembly.
- Synergy Mechanical \$ 1,867.04 Ocean Tower venting replacement re: boiler installation.
- Effective Fire \$ 1,762.32 Fire panel batteries.
- Common Ground Construction \$ 2,115.90 Exterior repairs to 711, 811 and 7<sup>th</sup> floor corridor.
- TNC Restoration \$ 11,685.82 10% holdback for 2010.
- Allstar \$ 9,917.60 Window washing.
- Vidtech \$ 2,822.40 4 button transmitters.
- Synergy Mechanical \$ 765.32 Pond fill valve and float repair.
- Barclay Restorations \$ 1562.14 Emergency water clean-up for suites 3003 and 2505.
- Synergy Mechanical \$ 70,434.56 Boiler replacement.
- Forest Trade \$ 14,414.40 Installation of pot lights, painting of garbage chute rooms and doors and

• Synergy Mechanical	\$ 1,106.56	common area paint touch-ups.
• Effective Fire	\$ 1,443.68	Pipe repair on P1.
• Effective Fire	\$ 803.04	Ocean Tower fire alarm battery charges.
		Sprinkler pipe repair on P1.

5. Audit: After review and discussion, the draft audit was approved.

## **BUSINESS ARISING**

### 1. Special Project Committee (SPC):

- Phase I: The SPC has had several meetings to discuss construction management and/or project management options and proposals. They have reviewed several proposals and are waiting for one final proposal.
- Window Replacement: The updated window replacement list is current to March 2011. Owners should report windows with failed seals to the strata agent.

### 2. Structural Maintenance/Repairs in progress: TH 7 repairs have been completed. Cost of repairs is \$30,950 plus HST.

- TH 9: Temporary caulking and exploration of the cause of water ingress at Townhouse 9 has been completed.
- TH 17 Ocean Tower/Unit #516 Deck Remediation: Council has reviewed two quotes and has awarded the contract to TEK Roofing for \$33,500 plus HST and advised that they should proceed with this work as soon as possible.
- Beach Tower 3003 Water Ingress/31<sup>st</sup> Floor Balcony Membrane Remediation: Council is awaiting final quotes.
- Ocean Tower 405 Deck Membrane & Surrounding Area Leak Remediation: RDH Building Engineering Ltd. has provided an order of magnitude of approximately \$18,000, including a contingency allowance of \$2,000. Due to the nature of the water ingress and detailing at the base of the wall and the concrete balcony slab edge; RDH will present mock-ups for final approval by council along with colour selection for urethane membrane application on the floor of the balcony. RDH has been instructed to proceed.

### 3. Landscaping:

- Pond Cleaning: Pond cleaning and replacement of the lights has been completed.

- Pond Membrane: During the cleaning of the pond it was determined that areas of the pond membrane are failing. The pond membrane has been inspected by RDH Building Engineering Ltd. who advise areas of the membrane adjacent to the granite stairs are delaminated and blistered areas are filled with water. The delaminated areas will be patched in an attempt to reduce the potential for water ingress into the parkade area below. This repair is temporary. The parkade will be monitored for any signs of water ingress while council considers a budget for replacement of the pond membrane.
4. Enterphone Installation: Vidtech has completed the emergency telephone installation and council has approved final payment of \$8,094.60.
  5. Boiler Installation: The agent advised that the installation of boilers has been completed. After review and discussion, council approved payment of the invoice from Synergy Mechanical Ltd. for \$62,888 plus HST.
  6. Interior Maintenance Update: The interior maintenance project has been completed. Additional painting of the garbage chute rooms and doors, swimming pool doors and touch-up painting of hallways has been completed and costs will be paid from the painting operating budget.
  7. Water Ingress – TH 15: The agent reported that she has had further discussions with Phoenix Restoration and was advised that there is no room for negotiation in their charges for the emergency water clean-up. After review and discussion, the agent was instructed to advise the owners that the outstanding invoice of \$9,971.23 is due. The agent was instructed to use other suppliers in the future.
  8. P1 Parkade Signage: This item was deferred.
  9. Gym Flooring/Wall Removal: Three quotes have been received for replacement of the gym flooring and range from \$6,700 to \$8,880 plus HST. An owner submitted a quote for the removal of the gym wall in the amount of \$1,000 plus HST. Council agrees that this is a much desired upgrade but there are no available funds in the budget for this project at this time and council will defer this project until the necessary monies are raised either by special levy or by adding them to the budget for the next fiscal year.
  10. 888 Beach Website: The Community & Technology Committee reported that the 888 Beach website is in progress.
  11. Unit #1508 - Washer Overflow: The agent reported that repairs regarding the washer overflow on the 15<sup>th</sup> floor of Beach Tower are underway and awaits final costs for both, emergency repairs and final repairs. All costs will be charged back to the owner of the source unit.

12. Insurance Claim – Unit #2602 – Washer Overflow: The agent reported that an invoice for the \$15,000 water damage deductible has been received. She has charged back this amount to the source unit.
13. Unit #401 – Water Damage due to Toilet Overflow: The agent reported that Westrim Plumbing was requested to further investigate and provide a report on the possible cause of the toilet overflow in suite #401 which has happened on two occasions over the past few months when the owner discovered soap bubbles coming up from the drain, the tub basin and water closet. In the past, Westrim has found that the cause of the soap suds coming up through the plumbing fixtures has been due to one or more residents using too much soap in their washing machine. Westrim explained that when the washer discharges, the water in the drainage pipe flows down the vertical piping from the suites above and turns or offsets below suite #401 causing the suds from the automatic washer to come up the drains into suite #401. The simple remedy is to use less soap. A more costly alternative would be to open up the ceiling of the suite below and to alter both the waste pipe serving the water closet, basin tub and automatic washer. The agent advised that notices have been posted to advise owners of this situation and to be mindful of the amount of laundry soap used. She reported that since the two previous incidents and the posting of the notice, there have been no further incidents. The council instructed the agent to request a quote for their consideration and asked that a copy of the report be sent to the owner in unit #401.
14. Window Cleaning: The window cleaning has been completed. Several owners reported the job not being up to its usual standard. The agent was instructed to request quotes from other companies for the next window washing scheduled for early fall.
15. Pipe Leak: A leak was discovered on P1 in the hot water recirculation piping between Garden Tower and Beach Tower. A quote has been received from Westrim Plumbing for \$1,400 plus HST. Upon the instruction of council, the agent requested Synergy Mechanical to provide a second quote as they were on site installing the boilers. Synergy presented a quote for \$988 plus HST. The agent instructed them to proceed with this repair which has now been completed.
16. Correspondence: As noted in the February minutes, an owner had requested copies of contract information, invoices and correspondence. Regarding the request for all correspondence, council decided to seek a legal opinion and received the following advice from Clark Wilson:

The Request for On-going Monthly Correspondence:

- (i) There is nothing in the *Strata Property Act* requiring council to submit to a request to provide correspondence on a monthly basis. The obligation to produce correspondence goes back two years but not forward.

After review and discussion, it was agreed to forward the requested correspondence to this owner for the month of February. There was further discussion on who would do the redacting. It was agreed that the strata agent would redact all correspondence and, if there were questionable matters, she will forward to council for final approval. The agent advised the costs for redacting will be \$50 per hour which will be charged to the strata corporation. The charge to the owner will be for photocopies at \$0.25 per copy which must be paid in advance.

17. Concierge Staff: After review and discussion, council agreed to increase the concierge staff salaries by 2% retroactive to January 1, 2011.

## **CORRESPONDENCE**

Owners are invited to write council via the management company regarding any strata matters.

1. TH 7 presented a request to install UV window film on their solarium windows. After review and discussion, council did not grant approval and the owner will be advised.
2. A letter was received from an owner requesting that the visitor enterphone at the Beach Avenue entrance be moved closer to the gate, because when visitors are calling the concierge or a resident for access, their cars are idling and the position of the enterphone is such that the exhaust goes directly into the front windows of the townhouse when they are open. After review and discussion, the agent was instructed to have Vidtech move the enterphone.
3. A letter was received from an owner enquiring when the first phase of repairs and exterior maintenance would begin stating they have had the signs of water ingress in their ceiling for several months. As it has not yet been determined when these repairs will begin, the agent was instructed to advise the owner accordingly.
4. Correspondence was received from an owner regarding a community barbeque and noted this item had been deferred in the previous minutes. This owner has offered to assist council in any way. Council thanks the owner and will contact them if needed.
5. A letter was received from an owner regarding removing of planters, etc. on their patio to allow for repairs to the deck membrane and requesting that repairs be completed in a timely manner as this owner will be away after the month of May. These repairs have proceeded and the owner has been advised. The owner also reported a small bedroom window has a failed seal and this window will be added to the window replacement list.
6. A letter was received from an owner advising that they have another window to add to the window replacement list. The agent will advise the building operations supervisor, make the necessary arrangements to take measurements and add this window to the window replacement list.

7. A letter was received from an owner requesting further clarification on the strata management service agreement with VCS and a copy of the Special Project Committee Minutes. She also commented that the financial statements did not identify the original amount collected for special levies. The agent will forward a copy of the addendum to the strata management service agreement. There are no formal Special Project Committee minutes. Information will be in the regular monthly strata council minutes. Regarding the financial statements, the agent advised that the current format is the format of the statements as per the program currently in use at VCS.
8. A letter was received from an owner advising of a leak in one of their windows. This will be added to the leak list and arrangements for inspection will be made.
9. A letter was received from an owner advising that their tenants are still waiting for bike storage and to confirm that the tenants are still on the waiting list. The agent advised that these residents are on the bike wait list and will be advised when bike storage becomes available.
10. A letter was received from an owner regarding the reported water ingress from the 31<sup>st</sup> floor balconies and water ingress into unit #3003. They reported that as their unit is directly below and they are experiencing the same type of water ingress it may mean the water is working its way into his unit. The agent will add this item to the leak list and will advise the engineers accordingly.
11. A letter was received from an owner in response to their request for a monthly status report on work undertaken in fulfilment of the Exterior Maintenance Project. The reply to the owner was that at this time, the council does not produce a monthly status report of work undertaken by any contractor. This owner suggested that council develop a written detailed work plan with dates and deliveries and related costs on a monthly basis. The owner also requested a specific start date for the project and copies of specifics of the planned time line. Council noted that as specific dates have not been confirmed nor are there copies of the specifics of the plan and timeline. The owner will be advised in writing – their earlier response still stands.
12. A letter was received from an owner regarding several issues. He wished to confirm that their windows with failed seals are on the window replacement list and when will they be replaced. As has been previously stated, council wishes to advise all owners the process of replacement of windows will go hand in hand with work on different elevations of the building. At this time council cannot confirm when particular windows will be replaced. The owner also advised that sprinkler outside the door of their apartment was missing part of the cladding and had been previously reported. The agent will ensure that this is repaired. Concerns of motorcycles being parked behind their parking space had been previously reported and not yet been removed. The agent will follow up and try to determine who the owners of these motorcycles are and have them removed as soon as possible. There were questions whether there was a plan in place to paint or fix the front

doors of 1500 Hornby Street, to replace the heat registers in the lobby which are rusting, and if there was a new plan in place to address the lack of grass along the Hornby Street sidewalk. At this time council has not determined a fix for the Hornby doors nor the heat registers, as this will be included with the repairs of water ingress into the Beach Tower lobby. Council is considering how to rectify the grass on Hornby Street. Council instructed the agent to respond to the owner in writing.

13. A letter was received from an owner commenting on the process for obtaining quotes suggesting that the strata corporation should assemble their own list of qualified professional trades in addition to those provided by the strata agent. Council thanks the owner for his suggestions and will take them into consideration.
14. A letter was received from the owner of suite 516 requesting permission to reconfigure the rocks on their patio and add more pavers. After review and discussion, it was agreed to allow the owner to remove some of the rocks and add new pavers. Additionally, owners of units 503, 711 and 708 reported they are interested in adding more pavers to their decks. Costs of new pavers will be divided equally amongst participating owners.
15. The owner of suite 807 has requested approval to carry out renovations to his suite. The alterations committee has reviewed the request in terms of their application dated February 21, 2011 and recommended that council approve the request. The agent was instructed to advise the owner.
16. TH 20 – The owners requested permission to install hardwood flooring in the living room. The alterations committee has reviewed the request in terms of their application dated March 17, 2011 and recommended that council approved this request. The agent was instructed to advise the owners.

## **NEW BUSINESS**

1. BOS Vacation: The agent advised council that the building operations supervisor will be on vacation from April 18<sup>th</sup> returning on May 2<sup>nd</sup>. During his vacation the agent confirmed Danny will look after his duties and an outside cleaning staff will be hired. The agent has received a quote from Just George for \$21 per hour based on four hours per day, Monday to Friday.
2. Community Barbeque: This item has been deferred.
3. Power Washing of the Townhouse Steps: This item has been deferred.
4. Courtyard Gate Repairs: This item has been deferred.
5. Sauna Repair: The agent advised that the sauna is in need of repair and has received two options to replace the electrical panel. The agent will also request quotes for the sauna heating unit for council's consideration.

6. Life Fitness Treadmill: This item is deferred.
7. Beach Tower/Ocean Tower Mailroom Doors: The agent reported that Canada Post has requested that the private locks on the mailroom doors at 1500 Hornby and 1501 Howe Street be removed stating if there is a change in the mail person due to holidays or illness, the key is not always handed over. Canada Post would prefer to not have keys to private locks. Council does not agree with this request and has a security concern; therefore has refused to remove the locks. The agent will advise Canada Post.

There being no further business, the meeting was adjourned at 7:15 p.m. The next council meeting will be held on Wednesday, April 27, 2011 at 4:30 p.m.



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SYB/am

# WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

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The idea of an earthquake is unwelcome and not something any of us would like to consider happening in Vancouver; however, it is imperative that we all understand the reality of dealing with the aftermath of a major earthquake should it happen here...

1. You are on your own. Do not count on your strata council or management company for assistance.
2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own and need to prepare accordingly.
3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.
4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. The Government of Canada advises you should be prepared to be self-sufficient for at least 72 hours. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the hard truth and the only rule that counts.

For further information, please visit the following websites:

Ministry of Public Safety & Solicitor General

[http://www.pep.bc.ca/hazard\\_preparedness/earthquake\\_preparedness.html](http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html)

City of Vancouver Earthquake Preparedness Tips

<http://vancouver.ca/emerg/prepyourself/earthquaketips.htm>

Public Safety Canada - What To Do during an Earthquake

<http://www.preparez-vous.ca/fl/earthquakes-what-to-do-eng.pdf>